

## **Reporting Fraud, Waste, and Abuse**

THEC and TSAC employees are encouraged to report known or suspected dishonest acts by employees, outside contractors, vendors, or others.

### **What Should I Report?**

Dishonest acts, either known or suspected, should be reported, including but not limited to:

- Theft or misappropriation of funds, supplies, property, or other state resources
- Forgery or inappropriate alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activities
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of THEC's or TSAC's code of conduct policy
- Authorizing or receiving compensation for hours not worked
- Violation of THEC or TSAC policies and procedures
- Employees who are not at work and not requesting leave status

### **Think Before You Speak**

Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment.

### **Reporting Options**

Several options are available to all THEC and TSAC employees for reporting known or suspected improper acts. You may report your concerns to:

The Executive Director:      [Dr. Richard G. Rhoda](#)      (615) 741-7562

The Audit Committee  
Members:      [Ms. Deborah Cole](#)  
                     [Mr. Jack Murrah](#)  
                     [Mr. Clay Petrey](#)  
                     [Mr. Claude Pressnell](#)  
                     [Mr. Robert White](#)  
                     [Ms. Katie Winchester](#)

State Audit's Hotline for Fraud, Waste, and Abuse 1-800-232-5454

### **Investigations**

The Audit Committee's objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility, and recommending corrective actions to ensure that similar actions do not occur in the future.

### **Protection Under State Law**

As the Audit Committee investigates allegations of dishonesty, the reporting individual's confidentiality is protected under state law unless a court action requires disclosure. Also, discrimination or retaliation is prohibited against a THEC or TSAC employee who reports allegations of dishonest acts.